

GIPSA
Federal Grain Inspection Service
Field Management Division
Field Offices

SJ-9
(Revised August 2003)

Agricultural Commodity Technician (Grain)
GS-1981-04

I. INTRODUCTION

The Field Office carries out for an assigned circuit (1) the original inspection and weighing of grain or the supervision of these activities conducted by licensed inspectors under the U.S. Grain Standards Act of 1976; and, (2) the permissive inspection of assigned agricultural commodities including the grading of rice, under the Agricultural Marketing Act of 1946, as amended.

The incumbent performs subordinate technical work in support of grain inspection and weighing activities at interior or export elevators.

Work assignments are subject to rotation between shifts and elevators within the commuting area.

This is a multi-level position description in which the full performance level, GS-4 (Agricultural Commodity Technician), is described in total. At the GS-3 level, (Agricultural Commodity Aid), the incumbent will serve as an entry-level trainee receiving orientation into the work of the laboratory and exposure to the full range of the duties of the target position. Assignments are clearly stated by the supervisor, advice and guidance are readily provided throughout the course of the assignments, and work is reviewed in progress and upon completion for technical accuracy, degree of adherence to standard operating procedures, and overall adequacy.

II. DUTIES AND RESPONSIBILITIES

The incumbent is assigned duties and responsibilities in the following field office activities:

A. Grain Sampling

The incumbent, under general supervision performs duties such as obtaining correct and representative samples of grain, grain products, rice and miscellaneous agricultural commodities in bulk, cartons, or other containers, which are loaded into railroad cars, barges, trucks, vessels, or stored in elevators or warehouses for the purpose of determining the proper grade. This involves selecting a representative sample and then determining whether or not the grain, rice or commodities are of uniform character and to observe the condition of the cars or other storage

area and the containers into which the materials are being loaded. Notifies supervisor or the shipper when it is apparent that the grain/rice is being loaded into unclean cars or if the grain/rice is not of uniform quality. Prepares records of identification of samples, car seals, and lot numbers. Performs preliminary laboratory tests in the analysis of samples of grain/rice. Performs mechanical laboratory tests in the preparation of samples to determine the grading factors (i.e., test weight, dockage, foreign material and moisture), to be forwarded to testing laboratories, regional offices and other field offices, assists in compiling records and preparing reports and performs other grain/rice related duties as assigned.

B. Grain Weighing

The incumbent, under general supervision, performs a variety of duties at weighing stations such as, checking and recording weighing activities to insure that all grain received by car, truck, or barge is removed and delivered to the scale without waste or loss and that all grain being shipped is delivered to the conveyance for which intended, checks and records condition of conveyances to insure that they are clean, properly filled or emptied, and that seals are correctly attached. Reviews weighing activities of elevator employees and reports any improper procedures or weighing problems to supervisor for corrective action. Assists in compiling records and preparing reports and performing other related weighing duties as assigned.

III. JOB CONTROLS

A. Responsibility for the work of Others: None

B. Supervision and Guidance Received: Administrative guidance, instructions, and supervision are received from the Supervisory Agricultural Commodity Grader responsible for the elevator shift to which incumbent is assigned. Additional technical supervision is received from higher level employees as designated. Completed work is spot checked for correct application of instructions and procedures. Incumbent is expected to be familiar with Grain Inspection and Weighing Manuals and other written instructions.

IV. OTHER CONDITIONS

A minimum background investigation (NACI- National Agency Check) is required of this non-sensitive/low risk position. The following OPM forms are required for NACI background investigations: the incumbent's application form (i.e., OF-612 or Resume), Questionnaire for Non-Sensitive Positions (SF-85), Fingerprint Chart (SF-87), and Declaration of Federal Employment (OF-306).